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WEARE BOARD OF SELECTMEN MEETING MINUTES March 30, 2009

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN; JAMES DONISON, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tina Connor, Jan Snyder, Gregory Begin

7:00 p.m. Chairman Clow called the meeting to order.

Chief Begin said a week ago Saturday they lost a cruiser; the officer is all right. Chief Begin said he contacted Primex, they will give him \$7,100 for the cruiser and they covered both tows. Chief Begin said Primex will also pay for the stripping of the equipment and placing the equipment into a new cruiser which will cost over \$2,000. He has been researching for a replacement. The Chief's current vehicle is a Ford Crown Vic, which can be put into the rotation and become car 5. Then he would like to replace his car and after a long search he has found a 2006 Dodge Durango with 26,400 miles at Miller Auto for \$12,995. He was given options for a warranty on the vehicle, a 48 month from day of accept to 100,000 miles which covers everything for \$2,315 with \$100 deductible, therefore the total would be \$15,686. Chief Begin said the equipment in his cruiser will go into the Durango and cost approximately \$1,200 to swap. Selectman Donison asked why a Dodge Durango and not a Crown Vic. Chief Begin said he could not find one he was happy with and secondly he would like the unmarked car to be a 4 wheel drive vehicle. Selectman Osborne asked how many vehicles the department has. Chief Begin said a total of 10 including the animal control vehicle. Selectman Osborne asked how many officers there are on duty per shift. Chief Begin said 2. Selectman Osborne asked if one shift was omitted would he still need another car. Chief Begin said yes he would. Selectman Donison asked why there are 10 vehicles and only 2 officers on duty. Chief Begin said the vehicles they have are the Expedition, 2 take homes, animal control, canine officer and cars 5, 6, 7 and 9 which are for patrol and are Crown Vics.

Selectman Osborne said if the Lt. does not take his vehicle home does he still need a new vehicle. Chief Begin said yes, because that vehicle is not a patrol vehicle and he is usually down a vehicle due to repairs. Selectman Lacasse mentioned the DARE car. Chief Begin said it was a gift, unless there is a donation to service it, it will be junked next year. Selectman Donison asked how this purchase would fit into the budget. Chief Begin said there is a Capital Reserve balance of \$15,827 and they will be getting \$7,100 from Primex.

Vice Chairman Butt said there is a rotation schedule so 2 Crown Vics would be purchased every year, Chief Begin keeps 1 for a year and then it gets put into rotation. Vice Chairman Butt asked Chief Begin how the Durango fits in. Chief Begin said the long range plan was to purchase 1 Crown Vic and 2 all wheel drive vehicles then next year replace car 9 with high miles and the detective/prosecutor car with 104k miles. The Durango will become the detective's car in 2011. Chief Begin said they will have to sit on the others for now. Chief Begin said next year they will get rid of cars 9 and 3. Vice Chairman Butt asked what patrol vehicle has the highest miles. Chief Begin said car 9. Car 5, which was in the accident, had 96K miles. It was discussed a Crown Vic costs \$23,000 without being equipped, which is an additional \$2,000-\$3,000. Car 7 has 13K miles. Vice Chairman Butt said his preference would be to take car 9 out of patrol and get a new patrol vehicle and then give a line vehicle to the Chief or LT then

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replace it with a new Crown Vic. Chief Begin said that adds more money because of detailing. Vice Chairman Butt is questioning the long term value of the Dodge Durango. Chief Begin said it is the best way to go even before this happened. Selectman Donison likes the idea of the Crown Vic as well. Chief Begin said that would require a 6 month lead time. Vice Chairman Butt said he is nervous with 110K miles on car 9. Chief Begin said his car has 32K miles. The detective's car 4 is a 2004 and the SRO drives his own car to work. Chairman Clow said the plan was to put another 4wd vehicle on the fleet and if the Capital Reserve passed that would have been done. Vice Chairman Butt said the original plan to CIP was for 2 patrol vehicles. Chief Begin said he mentioned changing it to get 2 4wd vehicles. Chief Begin said he tried to replace 3 vehicles last year. Vice Chairman Butt said the Ford Expedition, is multipurpose, is not assigned to anyone, and used in inclement weather. The Durango would be the 2nd 4wd in the fleet. Vice Chairman Butt said Chief Begin will have to give up his Crown Vic. Chief Begin said if this gets approval he would make the purchase and the swap tomorrow. Vice Chairman Butt asked Chief Begin if he could use another vehicle. Chief Begin said not so they could have vehicles available for patrol and when vehicles are being repaired. Chairman Clow said he would go with the Chief's recommendation. The amount requested is the total purchase of the vehicle and the cost of swapping equipment from the Chief's vehicle to the new one. Chief Begin said everything else is covered by insurance and will come out of the general fund until the insurance pays it back. Chief Begin said Primex is going to pay the equipment swap. Selectman Donison asked about the 100k mile warranty. Chief Begin said he has always tried to do extended warranties 3 yrs / 75k on most cruisers and said purchasing the warranties has always proven to be cost effective. Vice Chairman Butt asked what will happen with the Durango in 2-3 years. Chief Begin said it will become the detective's car, primarily used for crime scenes and court. Chief Begin feels the Durango gives them the best options and will remain unmarked. Chief Begin's current car will replace car 5. It was discussed the prosecutor drives 3-4,000K per year. Vice Chairman Butt said from a repair standpoint he does not like the number of different makes of vehicles. Selectman Osborne asked why Chief Begin wouldn't take the Lt.'s car that goes out of town and use it in the fleet. Chief Begin said he has cut down the cars that go home and the Lt. who lives in Litchfield needs the vehicle. Chief Begin said there would be a union issue with not having a take home vehicle because he is the 2nd in command. Vice Chairman Butt said he is concerned with having a standard fleet and would rather see a patrol vehicle purchased. Chief Begin said it would be hard with the money and the wait time of possibly 6 months.

Selectman Lacasse moved, Selectman Donison seconded to expend \$17,036 for a Dodge Durango with an extended warranty with \$7,100 coming from insurance, \$2,000 coming from insurance for equipment replacement, and the remainder not to exceed \$9,900 from the Vehicle Capital Reserve Fund. Passed 4-1-0

MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated April 2, 2009. Passed 5-0-0

Accounts payable	\$333,967.23	(John Stark \$250,000)
Gross Payrolls	<u>\$57,079.60</u>	(includes Spec Detail, Credit Union, Taxes)
Total	\$391,046.83	

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:50 p.m. pursuant to the authority granted in RSA 91-A:3, II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0

Selectman Lacasse moved, Selectman Donison seconded to come out of non public session @ 8:30 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0

Vice Chairman Butt moved, Selectman Osborne seconded to seal and restrict the minutes of the non public minutes. Passed 5-0-0

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MANIFESTS

Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated March 31, 2009. Passed 4-0-1

Accounts payable	<u>\$15,686.00</u>	(Police Cruiser)
Total	\$15,686.00	

Discussion of Town Administrator Search – Chairman Clow said they need to review the Town Administrator job description and make any necessary changes and also discuss the advertising. The Board reviewed and made revisions to the Town Administrator job description drafted by Primex. The Board reviewed and made revisions to the advertising.

Chairman Clow said they have \$30,000 remaining in the Town Administrator salary line.

The Board discussed advertising through Primex, LGC, ICMA website, Union Leader, Concord Monitor, Town Website and Community Access Channel. The dates for advertising are 4/1 - 4/30 with the ad running in the Sunday newspaper.

Chairman Clow said next week they have to start making nominations to other Boards and Commissions from the Board of Selectman. Chairman Clow said it is very important that they make a nomination to the Planning Board at their next meeting. Vice Chairman Butt would also like to have a liaison to the Board of Fire Wards.

Chairman Clow said by next week they need to decide which members of the BOS will make up the Highway Negotiations Board (2 members of the Board) along with a paid negotiator and then the Town Administrator will join the team. Selectman Lacasse would like to be involved.

Chairman Clow said that a plumber came into the Town Office to move the hot water tank. He found it was in serious need of replacement. It will cost \$700 for parts and labor installed for a commercial grade water heater or they can purchase one through Country 3 Corners and have it installed for a total of \$515.00. Selectman Lacasse suggested that they might want to look into a separate propane hot water tank as an option. Chairman Clow will have Mr. Chip Meany review.

Chairman Clow said there is an issue at the Town Hall. Apparently the fire alarm system went off and was making a buzzing noise. It was discussed there is no outside horn and the system is not monitored by an outside company. It was determined the batteries needed replacement. Chairman Clow said some of the emergency lights and exit signs were not working and some were replaced. They will be getting a letter from the Fire Department addressing the issues, some of which have already been addressed. Chairman Clow suggested that they get an estimate from the fire alarm company to install a monitored fire alarm system.

Vice Chairman Butt asked if they need to set priorities for the buildings they need to focus on and mentioned the Highway Barn. Chairman Clow said he discussed other options with Mr. Carl Knapp; possibility of a building to house vehicles. Vice Chairman Butt feels the Highway Garage and the Town Hall are buildings on his priority list. Chairman Clow discussed that there is a sewage odor which is coming from a single sink on the bottom floor and this could easily be removed to alleviate the odor. They will get a price for the cost of removal.

Vice Chairman Butt said two weeks ago they discussed an employee offering their services to fill in for the Town Administrator. Chairman Clow discussed asking Naomi Bolton to keep track of the stimulus money. Chairman Clow said they did get a similar offer to cover for the Town Administrator from another employee. Vice Chairman Butt said he is optimistic they will have someone in place in August and said they should consider having an employee take over some of the duties of the Town Administrator. Chairman Clow said Mrs. Bolton just completed a week long supervisor workshop from Primex. Vice Chairman Butt said given the budget they have to work with he does not want to take time away from the Finance Administrator. Vice Chairman Butt said there would be a need to increase the salary for that employee. Selectman Donison said if Mrs. Bolton's workload is currently diminished

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then it would be beneficial to have that employee take some of the responsibilities of the Town Administrator. Chairman Clow said he approved to send Mrs. Bolton to a Stimulus Information Workshop. Selectman Osborne would like to have Mrs. Bolton come before the Board to discuss taking on some of the duties of the Town Administrator. Selectman Donison said they would need to decide her duties. It was discussed in the previous absence of a Town Administrator Mrs. Bolton and Chief Begin filled in and took over some of the duties. Chairman Clow will discuss options with Mrs. Bolton.

The Board discussed having all department heads in to discuss the budget at their next meeting.

Chairman Clow moved, Selectman Osborne seconded to enter into non public session @ 9:50 p.m. pursuant to the authority granted in RSA 91-A:3, II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0

Selectman Lacasse moved, Selectmen Donison seconded to come out of non public session @ 10:10 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0

Chairman Clow moved, Vice Chairman Butt seconded to seal and restrict the minutes of the non public session. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary